



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERSTED
2	Job Classification	SOLID WASTE SUPERVISOR
3	Posting Number	PN# 109896
4	Department	SOLID WASTE MANAGEMENT
5	Division	NORTH/SOUTH OPERATIONS
6	Section	NA
7	Reporting Location	VARIOUS*
8	Workdays & Hours	M-TU and TH-F, 6 a.m. - 4 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises the daily operational activities of a solid waste district, including the collection, transportation and disposal of solid waste/recyclables. Issues work assignments and schedules and/or reassigns personnel to meet workload demands. Trains employees in operation techniques. Investigates and responds to incidents, public inquiries and vehicle accidents; resolves problems. Compiles and maintains a variety of district records on such items as vehicles, equipment, personnel and operations. Prepares and submits required management reports. Verifies disciplinary actions, overtime reports and employee performance evaluation reports. Reviews operational policies and procedures. Recommends changes. Assists in preparing budget and cost analyses.	
10	<u>WORKING CONDITIONS</u> There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solution.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or GED certification.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three (3) years of experience in solid waste operations or a closely related field are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Requires a valid Class A or B Commercial Drivers License and compliance with the City of Houston policy on driving. (AP2-2)	
14	<u>PREFERENCES</u>	None
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> ✓ Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 22 \$1277-\$1833 Bi-weekly \$33,202 - \$47,658 Annually</div>	
18	<u>OPENING DATE</u>	April 12, 2006
19	<u>CLOSING DATE</u>	April 25, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	